



WAP PY16: LOOKING AHEAD

Energy Conference May 19, 2016

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WAP PY16: Session Agenda

- Welcome & review of day
- Network
 - Mergers, assignment agreements & contracts
- State plan
 - Process, territory, eligibility, audit procedures, monitoring, training plan, health & safety, EAPWX
- Coordinator feedback

Welcome & review of day

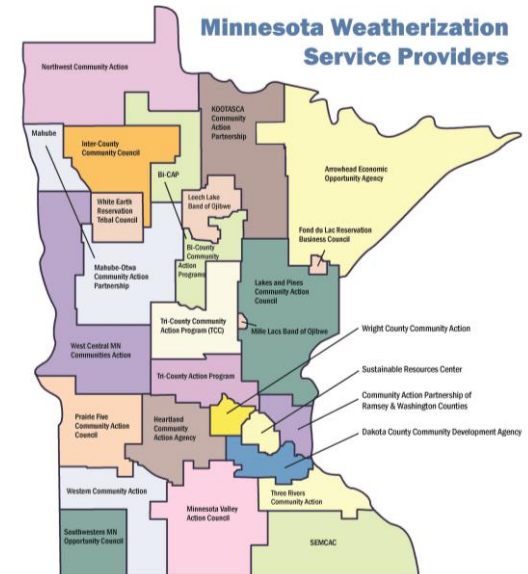
- Welcome
- Today...thus far
 - Overview of WAP – EAP – LI CIP
 - CARD LI CIP
 - A16 Opportunities

Network: MN State WAP Team

- SEO Manager, CE&P: **Michelle**
- WAP Program Coordinator: **Jake***
- WAP Program Administrator: **Jodi**
- Monitors: **Dean, Ivan, Bill, Brian**
- Training/Technical Asst: **Ben**
- Specialists: **Jana, Steve, Kari**

Network: MN WAP Providers

- Agency Type
 - 19 Community Action Agencies
 - 1 local non-profit
 - 1 local unit of government
 - 4 tribal nations
- Crew Based Agencies
 - 6 crew based service providers
 - 3 non-crew SPs partner with a crew-based SP
- Other collaborations, assignments, MOUs



Network: Contracts Timeline

- Contracts emailed to Authorized Representatives around June 1
- Updates to template under review
- Allocations/NFAs released on July 1 to agencies with an executed contract in place

Network: Assignment Agreements

- Executed between two Service Providers who have existing WAP contracts
- Requires Commerce approval & execution
- Assignor negotiates term with Assignee
 - Percentage assigned for Admin, TTA, Program
 - Duties of each party (client outreach and communication, reporting, etc.)
- Assigned funds allocated to the Assignee
- Assignor responsible for contract compliance

Network: Assignment Agreements

Insert name of “Grantee” has entered into an assignment agreement with Insert name of “Assignee” to perform weatherization program services within the Assignor’s service territory. The Grantee assigns and directs the State to allocate to the Assignee the funds allocated to the Grantee for the performance of weatherization program services as follows:

- XX% of administrative funds
- XX% of training and technical assistance funds (Relevant funds only)
- XX% of program funds

Contracts: Assignment Agreements

CLIENT SERVICE TASK	GRANTEE	ASSIGNEE
Determine WAP household eligibility (<i>Is the household income or categorically eligible?</i>)	X	
Determine dwelling eligibility (<i>Has the dwelling been weatherized after 9/30/94?</i>)		X
Select households to be weatherized from list of those eligible	X	
Make initial contact with selected households and explain weatherization services.	X	
Set appointment for energy audit/site visit		X
Complete energy audit		X
Set appointments for weatherization work and final inspection		X
Complete weatherization work according to WAP program rules and policies		X
Inspect completed work		X
Other (specify):		
Other (specify):		

ADMINISTRATIVE TASKS	GRANTEE	ASSIGNEE
Complete Grantee budgets and work plans in eHEAT.	X	
Report Grantee expenses in eHEAT.	X	
Complete Assignee budgets and work plans in eHEAT		X
Report Assignee expenses in eHEAT		X
Report program activities to Commerce via Weatherization Assistant (WA) monthly uploads.		X
Provide monthly report of WAP activities to Assignor.		X
Other (specify):		
Other (specify):		

Contracts: Assignment Agreements

- Short term solution to ensure continuous service
 - Staff shortages, transition periods
- Long term in limited cases where a community benefits from the maintained relationship
- PY15 assignment agreements
 - Fond du Lac (Assignor) & AE0A (Assignee)
 - Leech Lake (Assignor) & KOOTASCA (Assignee)

QUESTIONS?

DOE F 540.2
(06/05)

OMB Control No: 1910-5127
Expiration Date: 11/30/2016

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM (WAP)
WEATHERIZATION ANNUAL FILE WORKSHEET

(Grant Number: EE0006162, State: MN, Program Year: 2016)

IV.1 Subgrantees

Subgrantee (City)	Planned Funds/Units
Arrowhead Economic Opportunity Agency, Inc. (Virginia)	\$576,714.00 61
Bi-County Community Action program, Inc. (Bemidji)	\$251,800.00 25
Community Action Partnership of Ramsey & Washington Counties (Saint Paul)	\$1,059,808.00 112
Dakota County Community Development Agency (Eagan)	\$382,317.00 40
Fond Du Lac Reservation Business Committee (Cloquet)	\$27,022.00 2
Heardland Community Action Program (Willmar)	\$194,311.00 19
Inter-County Community Council (Okeee)	\$161,176.00 15
KOOTASCA Community Action, Inc. (Grand Rapids)	\$163,977.00 15
Lakes and Pines Community Action Council, Inc. (Mora)	\$455,209.00 47
Leech Lake Reservation Tribal Council (Cass Lake)	\$64,767.00 5
Mahnbe-OTWA Community Action Partnership, Inc. (Detroit Lakes)	\$529,138.00 55
Mille Lacs Band of Ojibwe Indians (Onamia)	\$30,210.00 2
Minnesota Valley Action Council (Mankato)	\$382,257.00 40
Northwest Community Action, Inc. (Badger)	\$107,512.00 10
Prairie Five Community Action Council, Inc. (Montevideo)	\$115,374.00 10
Sennac (Rushford)	\$512,973.00 54
Southwestern Minnesota Opportunity Council, Inc. (Worthington)	\$130,876.00 12
Sustainable Resources Center (Minneapolis)	\$1,183,611.00 126
Three Rivers Community Action, Inc. (Zumbrota)	\$164,150.00 15
Tri-County Action Programs, Inc. (SC) (Waite Park)	\$443,141.00 46
Tri-County Community Action Program, Inc. (LF) (Little Falls)	\$305,953.00 31
West Central Minnesota Communities Action, Inc. (Elbow Lake)	\$353,996.00 36
Western Community Action, Inc. (Marshall)	\$166,812.00 16
White Earth Reservation Tribal Council (White Earth)	\$66,543.00 6

State Plan



FFY2016 EAPWX State Annual Plan (Revised 4-1-2016)

Background

The Low Income Energy Assistance Program (EAP) transfers a portion of its EAP allocation to the Weatherization Assistance Program (WAP) to "provide low-cost residential weatherization and other cost-effective energy-related home repairs;" PL 97-35, Sec. 2605 (b) (1) (c). The *EAPWX State Annual Plan* serves as the understanding between WAP and EAP for the use of these funds. This plan incorporates Commerce and OLA directives to provide reasonable internal controls to safeguard funds against loss or unauthorized use of funds and to attain strategic objectives.

Transfer of funds

1. The EAPWX transfer will be 10% of total FFY16 LIHEAP regular award allocations.
2. EAPWX funds will be transferred to Commerce WAP by March 1 of the corresponding FFY, so long as 100% of LIHEAP funds have been made available to Commerce EAP and the EAPWX State Plan has been signed. EAPWX funds must be expended by September 30 of the following FFY.
3. Commerce WAP will retain three and one-half percent of EAPWX administrative funds for overall program administration, monitoring and reporting.
4. The remaining six and one-half percent of the administrative funds and all program funds are distributed to Service Providers according to the same formula used for DOE WAP funds.

EAPWX Guidance and Rules

1. This plan applies to EAPWX funds available at the time the plan and guidance are implemented.
2. EAPWX transfer funds will be used in accordance with Section 5 of the FFY16 MN LIHEAP State Plan, the most current version of the MN WAP Policy Manual and its incorporated appendices, and this plan.
3. Average cost per unit and allowable measures by event type:
 - a. Audit events:
 - The average cost per unit will follow the most current DOE approved average as identified in Commerce's annual DOE State Plan.
 - The statewide health and safety average is \$2,700.
 - Audit event activities will follow Section 4 of the MN WAP Policy Manual.
 - All energy conservation, incidental repair, and health and safety measures will follow the "Allowable Measures Chart (Audit Event)".
 - b. Standalone events:
 - Standalone event activities will follow Section 5 of the MN WAP Policy Manual.
 - All standalone measures will follow the "Allowable Measures Chart (Standalone Event)".
4. In situations where full weatherization services cannot be provided, EAPWX standalone funds may be used for allowed activities in non-emergency situations during the entire grant period (WAP Policy 5.1).
5. State level EAP and WAP coordination includes:
 - Annual EAP and WAP planning activities
 - Coordination and communication of issues identified through monitoring of local Service Providers
 - Coordination and management of complaints, appeals, suspected fraud, local Service Provider issues, etc.
6. EAPWX administrative funds may be used for Training and Technical Assistance (T&TA) and purchasing of hardware or software. EAPWX program funds may not be used for T&TA and purchasing of hardware or software.
7. EAPWX funds may not be used for purchasing or leasing of equipment, including vehicles.

State Plan: Process

- PY16 DOE State Plan process:
 - Draft posted for public review – April 1, 2016
 - PAC approval – April 12, 2016
 - Public hearing – April 13, 2016
 - Final draft submitted – April 29, 2016
- Next Steps:
 - DOE review
 - Changes made as needed
 - Final approved plan posted on Commerce website

State Plan: Territory

- Change in Service Territory (IV.7)
 - Merger between Western Community Action & Heartland Community Action Agency
 - Planned for October 1, 2016
 - 9 counties affected: WAP service not interrupted
 - State Plan and public hearing served as formal notice
 - Pending DOE approval of State Plan

State Plan: Eligibility

- Building Eligibility (V.1.2)
 - Structure eligibility (page 2/16)
 - MN received DOE re-approval for single family and mobile home audit procedures in PY15
 - Rental Units & Multifamily
 - **Change:** Landlord contributions cannot be required for single family (1 unit) dwellings but are strongly encouraged
 - Service Providers may continue to require contributions for 2-4 unit dwellings
 - Contribution still required for 5+ unit dwelling
 - Comprehensive rental and multifamily policies will be added to manual for PY16

State Plan: Eligibility

– Deferral Process

- **New:** Service Providers must defer if the condition of the structure makes WX impossible or impractical
- **New:** (added to WAP Manual 01/2016) Service Providers may defer when:
 - A dwellings is in the process of being sold
 - A dwelling is in the process of being remodeled
- **Updated:** Scheduled for demolition (vs. w/in 12 mo.)
- **Updated:** deferral when the cost of WX is so significant that it will negatively impact the SPs ability to meet their production goals. Commerce must be notified in writing prior to deferral for this reason.

State Plan: Energy Audits

- Energy Audit Procedures (V.5.2)
 - **Updated:** WA upgraded to include LED lighting retrofit option, ASHRAE calculations
 - **Updated:** DOE approval of fuel switch policy
 - Final MN WAP policy to be released for PY16
 - Currently reviewing individual requests case-by-case

State Plan: Monitoring

- Monitoring Activities (V.8.3)
 - **Changed:** Service Providers will receive a minimum of one administrative visit per grant cycle
 - Grant cycle = Commerce's 3 year contract with DOE
 - Priorities for monitoring will be based on a risk assessment

State Plan: Monitoring

- Risk Assessment = Probability + Impact
- Based on review of:
 - Structural risks: size, change of staff
 - Past performance: monitoring reports, production and spending
 - External input: fiscal audits, risks identified by EAP/DHS

State Plan: Monitoring

- Minimum of one visit per Service Provider during each DOE grant cycle
 - More thorough visits
 - Increased TTA visits
 - Increased desk monitoring and fiscal review
- Field monitoring
 - Team visits (tentative)
 - Increased in-progress TTA visits
- Combined field/administrative monitoring
 - When appropriate (ex: small agency)

State Plan: Monitoring

Goals:

- Reduce disruption in field production
- Maintain state administrative cost %
- Address increased federal and state oversight requirements
- Provide support where it is needed most
- Follow USD OE lead on managing risk

QUESTIONS?

State Plan: Training

- Analysis of Needs:
 - Quality Control Inspectors (QCI)
 - 56 QCI in MN's WAP network
 - **Approximately 60% of QCI certifications expiring during PY16**
 - Energy Auditors (EA)
 - Majority of EAs are QCI certified
 - No additional EA *certification* required
 - First weeklong EA course took place in PY15

State Plan: Training

- Analysis of Needs Cont'd:
 - Crew Leader (CL) and Retrofit Installer (RI)
 - No certification currently required
 - 2 weeklong CL trainings held in PY15
 - Multifamily – All four job titles
 - Not a training focus in recent years
 - Commerce staff attended multi ventilation training in PY15

State Plan: Training

- PY16 Tier 1 Training Plan
 - Plan includes Job Task Analysis (JTA) aligned trainings for CLs, EAs, and QCIs
 - Goal of PY16 trainings:
 - Reflect industrywide initiatives
 - Broaden the skills needed to maintain quality WAP work

State Plan: Training

- Planned Tier 1 Trainings
 - QCI:
 - Offered up to two times this program year
 - Five day training and BPI certification training
 - One day refresher and field test for all QCIs whose certification expires in PY16
 - Multifamily QCI:
 - Offered up to two times
 - Five day training and testing for staff who plan to work on multifamily buildings,
 - Two Commerce staff will go through training

State Plan: Training

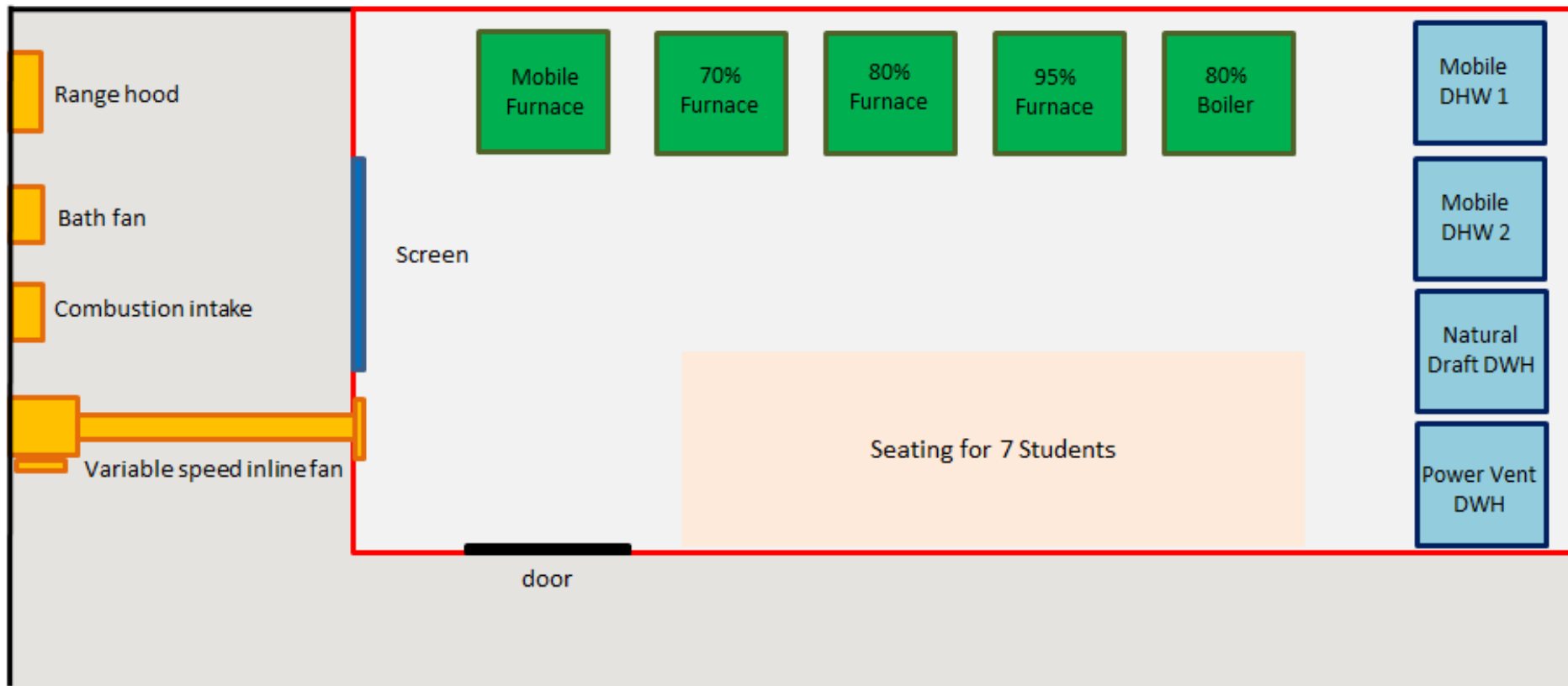
- Planned Tier 1 Trainings (Cont'd)
 - EA: five day training and testing offered up to two times in PY16
 - CL: five day training and testing offered up to two times in PY16, provided for crew and contractor leaders

State Plan: Training

- Planned Tier 2 Training
 - Mechanical Systems/CAZ
 - One day course
 - Will cover aspects of water heater and heating plants operation and diagnostic testing
 - Will include CAZ testing and effects of CAZ conditions on water heaters and heating plants
 - Training materials to be developed for ongoing use
 - New training facility...

State Plan: Training

MN's upcoming mechanical training room!



State Plan: Training

- Planned Tier 2 Training (Cont'd)
 - Introduction to WA 8.10
 - 1-2 day course offered up to two times in PY16
 - Complete overview of WA (NEAT and MHEA)
 - Geared towards new technical staff
 - Advanced WA 8.10
 - 1-2 day course offered up to two times in PY16
 - In depth overview of setup libraries and backend database functions

State Plan: Training

- Planned Tier 2 Training (Cont'd)
 - PY16 Policy Changes and Intro
 - July 19-21 – Coyote Moon, St. Cloud, MN
 - July 19 – Pre-meeting training on WAP Policies
 - July 20 – PY16 Kickoff meeting
 - July 21 – MWAG coordinator feedback session
 - Administrative training
 - Topical, as needed

State Plan: Training

- Planned Tier 2 Training (Cont'd)
 - ASHRAE 62.2-2016, web based
 - Techniques for measuring and upgrading multifamily ventilation systems
 - Regional or state energy conference

State Plan: Training

- Training needs survey
 - Suggestions shared with Commerce in PY15:
 - WA training for coordinators and support staff
 - Home ownership and rental law
 - Mechanical training for contractors
 - Online contractor training
 - Comprehensive multifamily weatherization

State Plan: Training

- Training needs survey
 - Small group discussion (10 minutes)
 - Identify any other training needs
 - Identify top 2-3 priorities for PY16, per group
 - 1 person share for each group

DISCUSSION

State Plan: Health & Safety

- H&S Average (page 2)
 - Average remains at \$1,100
 - PY15 average is \$2,475 (all funds included)
 - EAPWX average has increased to \$2,700
- Building Structure and Roofing (page 5)
 - Dwellings needing major rehab are deferred and referred to other programs as needed
 - **New:** structural conditions beyond the scope of WAP includes missing more than 100 square feet of sheetrock

State Plan: Health & Safety

- Client Education (page 14)
 - Energy auditors encouraged to use moisture meters to determine moisture content
- Spray Polyurethane (page 18)
 - Per the SWS, moisture meter readings must be taken prior to application
- Ventilation (page 18)
 - ASHRAE 62.2-2016 will be implemented in PY16

More information about moisture meters and ASHRAE 2016 will be provided at the July 2016 training

State Plan: EAPWX Transfer

- EAPWX A2107 State Plan Changes
 - H&S average increased to \$2,700
 - Unit average follows current DOE average
 - Removed policies already incorporated into WAP manual
 - Removed policies related to Commerce's internal controls

Posted under Appendix A of the WAP Policy Manual

State Plan: EAPWX Transfer

- Transfer increase
 - 10% of EAPWX A2107 funds transferred to WAP
 - Transfer due to surplus of LIHEAP funding, decreased demand
 - Unknown whether surplus/ funding increase will continue at this level

Software: Background

- Background:
 - MNWAP utilizes multiple software programs:
 - Statewide: eHEAT, WA, FTP
 - Local software development/investments
 - eHEAT 2.0 under development
 - Issues identified cannot be resolved with the current configuration
 - PY16 DOE budget includes funds for the development of statewide comprehensive software

Goal: provide high quality service

Software: Steps in the Process

1. Initial scan of options
2. Budget (in DOE State Plan)
3. Identification of needs/wants
4. RFP/Procurement
5. Testing/Pilot
6. Implementation
7. Evaluation

Software: Steps in the Process

1. Initial scan of options
2. Budget (in DOE State Plan)
- 3. Identification of needs/wants**
4. RFP/Procurement
5. Testing/Pilot
6. Implementation
7. Evaluation

Software: Wants & Needs

- Commerce examples
- Small group identification of Wants/Needs
 - Post – Organize - Prioritize

DISCUSSION

Review

- Program Year 2016 starts July 1!
 - Contracting process underway
 - DOE State Plan submitted, pending approval
 - Minimal policy changes, updated manual to be released in late June
 - Changes to monitoring plan
 - PY16 training in July
 - Additional training dates to come
 - EAPWX transfer at 10%, H&S average increased
 - Work groups, feedback opportunities
 - Increased focused on leveraging

Thank you!

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